

Our Purpose

This leaflet is intended to provide information about the U.S. Army Equal Opportunity Policy and Complaint Process IAW AR 600-20, Chapter 6 within the U.S. Army. **It is our policy to provide Equal Opportunity and fair treatment for soldiers, family members and DA civilians without regard to *RACE, COLOR, GENDER, RELIGION, OR NATIONAL ORIGIN* AND TO PROVIDE AN ENVIROMENT FREE OF SEXUAL HARASSMENT AND DISCRIMINATION.** This applies to: both on and off post, **during duty and non-duty hours**; soldiers, civilian employees, and their families; and, working, living, and recreational environments (including both on- and off-post housing)

Individuals are encouraged to use the chain of command whenever possible to redress Equal Opportunity (EO) complaints. The chain of command, whether military or civilian, has the primary responsibility for developing and sustaining a healthy EO climate. This responsibility entails, but is not limited to, promoting positive programs that enhance unit cohesion, esprit, and moral; communicating matters with EO significance to unit personnel and higher headquarters; correcting discriminatory practices by conducting rapid, objective, and impartial inquiries to resolve complaints of discrimination; encouraging the surfacing of problems and preventing reprisal for those who complain; and taking appropriate action against those who violate Army Policy. Commanders will ensure that soldiers are fully aware of procedures for obtaining redress of complaints including those against members of the chain of command.

If you believe that you may have been discriminated against on one or more of the following “basis”: *RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, or Sexually Harassed* you should discuss the concern with your unit Equal Opportunity Leader (EOL) or the MNTF (E), EOA. The GOAL of the EOL is to facilitate an

INFORMAL resolution of the matter between the parties involved when possible.

How Can The Unit Equal Opportunity Leader (EOL) and Equal Opportunity Advisor (EOA) Help You?

The EOL/EOA will:

- Explain the EO complaint Process to you.
- Listen and help you identify your concerns.
- Review your case objectively.
- Discuss your concerns with those involved and with you.
- Attempt informal resolution first.
- Answer your questions.

Unit EOL(s) will refer formal complaints to the MNTF (E) EOA for action.

Individual Rights

Soldiers, family members and **DA civilians** have the right to:

- Present a complaint to the command (informal or formal) without fear of intimidation, reprisal, or harassment.
- Communicate with the commander concerning their complaint.
- Receive assistance when submitting a complaint
- Receive training on the Army’s Equal Opportunity complaint and appeals process.

Individual Responsibility

Individuals are responsible to:

- While not required, it is recommended that the individual attempt to resolve a complaint by first informing the alleged offender that the

behavior **MUST** stop.

- Advising the commander of the specifics of sexual harassment and unlawful discrimination complaints and provide the commander an opportunity to take appropriate action to rectify/solve the issue.
- Submit only legitimate complaints and exercise caution against unfounded or reckless charges.

The Informal Complaint

An informal Complaint is any complaint that a **soldier** or **family member** or **DA Civilian** does not wish to file in writing. Informal complaints may be resolved directly by the individual, with help of another unit member, the commander or other person in the complainant’s chain of command or the EOA; are not subject to time suspense.

In some informal complaints, the person or agency receiving the complaint may be able to resolve the issue while maintaining the confidentiality of the complainant. While maintenance of confidentiality should be attempted, it will neither be guaranteed nor promised to the complainant.

The Formal Complaint

A **soldier, family member**, or **DA civilian** files a formal complaint in writing on a DA Form 7279-R (Equal Opportunity Complaint Form) and swears to the accuracy of the information. The complainant will specify the alleged concern, provide the names of the parties involved and witnesses, describe the incident(s)/behavior(s), and indicate the date(s) of the occurrences(s). For EO Complaints, the complainant will also state the equal opportunity basis of the complaint (e.g. unlawful discrimination based upon ***RACE, COLOR, RELIGION, GENDER, or NATIONAL ORIGIN***).

Soldiers, family members have 60 calendar days from the date of the alleged incident in which to file a formal complaint.

Processing of EO complaints through the unit chain of command is strongly encouraged; it will not serve as the only channel available to soldiers to resolve complaints. Should the complainant feel uncomfortable in filing a complaint with his/her unit chain of command, or should the complaint be against a member of that chain of command, the following is a list of alternative agencies through which the issues may be identified for resolution.

- Someone in a higher echelon of the complainant's chain of command
- Equal Opportunity Advisor (EOA)
- Inspector General (I.G.)
- Chaplain
- Provost Marshal
- Medical Agency Personnel
- Staff Judge Advocate

Actions of the Commander

Upon receipt of a complaint, the commander will ensure that the complainant has been sworn to the complaint. The commander will either conduct an investigation personally or immediately appoint an investigating officer according to the provisions of AR 15-6. Depending on the magnitude of the complaint, the commander may deem it necessary to ask the next senior commander in the chain of command to appoint the investigating officer. The commander will establish and implement a plan to protect the complainant, any named witnesses, and alleged perpetrator from acts of reprisal.

Final Resolution

Complaints that are resolved at KFOR8, MTNFE level may be appealed to the General Courts-Martial Conveying Authority. The only exception to this is where organizations have Memorandums of Understanding or Support that delegate Uniform Code of Military Justice authority

to a local commander. Decisions at this level are final.

Our Pledge To You

The KFOR8, MNTF (E) EO Office is committed to hearing and resolving your EO and Sexual Harassment concerns. We will do everything we can to fairly resolve EO and Sexual Harassment issues at the lowest level possible.

KFOR8, MNTF (E) Equal Opportunity Advisor

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Feel free to call or email for an appointment.

Every effort will be made to protect your confidentiality.



The U.S. Army EO Complaint Process

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